



State of Arizona Accounting Manual

Topic 50 Travel
Section 55 Travel Claims

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INTRODUCTION

Following the policies outlined below will help to assure that claims for travel reimbursements are paid quickly and correctly.

POLICIES

1. To be considered timely, all travel claims must be submitted with three (3) calendar months of the completion of the trip to which they pertain.
2. An untimely filed employee travel claim may not be processed in the normal course of business; refer to the appropriate SAAM Section for filing untimely travel claims.
3. For travel claims, other than those for long-term travel and long-term subsistence:
 - 3.1. It is highly recommended that travel claims be filed within five (5) days and not later than thirty (30) days after the return from travel.
 - 3.2. For travelers whose claims involve in-state travel, travel claims should be submitted no less frequently than once a month.
 - 3.3. In all cases travel claims should be filed not later than ten (10) calendar days after the end of the fiscal year in which the travel is completed.
4. Travel claims involving long-term travel and/or long-term subsistence should be filed the earliest of:
 - 4.1. Thirty (30) calendar days of returning from travel, or
 - 4.2. Thirty (30) calendar days of the end of each uninterrupted period of three (3) consecutive months of long-term travel and/or long-term subsistence, or
 - 4.3. In all cases, if practicable, travel claims should be filed not later than ten (10) calendar days after the end of the fiscal year in which the travel is completed.
5. All travel claims are to be submitted in U.S. dollars.
 - 5.1. If foreign currency conversion is required, use the actual exchange rate for each transaction or the average exchange rate for the period during which the travel expenses were incurred.

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- 5.2. To calculate the average exchange rate, add the currency conversion rate for each day of the travel period and divide the total by the number of days in the travel period.
- 5.3. To obtain conversion rates, use the currency converter found on the GAO website at www.gao.state.az.us/travel or other appropriate source (such as the *Wall Street Journal*).
- 6. Substantiation, as set forth below, of travel expenses claimed is required.
 - 6.1. Travel information including:
 - 6.1.1. Date(s) of travel, including departure time(s) from the traveler's duty post(s) or residence and arrival time(s) at the traveler's destination(s);
 - 6.1.2. Origin(s) and destination(s) of the trip;
 - 6.1.3. The route(s) taken;
 - 6.1.4. Purpose of the travel or the benefit to the State derived from the travel;
 - 6.1.5. Amount of each travel expenditure, listed by date and location;
 - 6.1.6. Daily computation of business mileage, if travel involves the operation of a vehicle on State business;
 - 6.1.7. If applicable, amounts prepaid or centrally billed travel expenses.
 - 6.2. Original receipts for the following types of expenses:
 - 6.2.1. All common carrier expenses, including:
 - 6.2.1.1. Airfare.
 - 6.2.1.2. Interstate/intercity trains.
 - 6.2.1.3. Interstate/intercity busses.
 - 6.2.2. All lodging expenses; itemized receipt(s) required.
 - 6.2.3. All car rental expenses; itemized receipt(s) required.
 - 6.2.4. All chartered and rented aircraft expenses, including:
 - 6.2.4.1. Rental.
 - 6.2.4.2. Fuel.

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- 6.2.4.3. Landing, aircraft parking, and other airport fees.
- 6.2.5. All motor vehicle parking expenses.
- 6.2.6. All bridge and toll road charges.
- 6.2.7. All communication expenses.
- 6.2.8. All other expenses which individually cost seventy-five dollars (\$75) or more, including any applicable taxes.
- 6.3. If applicable, conference or meeting brochures that provide itemized listings of registration fees and other charges.
- 6.4. Electronic receipts are acceptable provided that the detail contained within the document is equivalent to the level of detail contained in an acceptable paper record.
- 6.5. If transportation, lodging conference, or meeting expenses are prepaid by the agency, the traveler will be required to submit an airline (or other common carrier) ticket or receipt, lodging bill, and conference or meeting brochure with the travel claim.